

**Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1)
 Checklist and Certification**

Please return this original signed certification along with the original documents listed below to the:

**International Student and Scholar Office (ISSO)
 Exchange Visitor (J-1) Application
 1100 Seaton Hall - #201
 CC – 0639**

Please submit all documentation together in one package:

- _____ Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Request Checklist and Certification
- _____ Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Exchange Visitor Request Form
- _____ Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Host Department Request Form
- _____ Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Dependent Information Form (if applicable)
- _____ J-1 Exchange Visitor English Proficiency Form (signed)
 - _____ English Proficiency Documentation
 - _____ Recorded video
 - _____ Copy of official recognized test score result (International TOEFL, IELTS, TOEIC)
 - _____ Diploma from English-speaking country (attach copy of diploma)
- _____ Financial Documentation
 - _____ Offer letter
 - _____ Financial institution letter
 - _____ Sponsor statement
 - _____ Other
- _____ Copy of the passport information page for Exchange Visitor and any dependents
- _____ Copy of the Exchange Visitor's resume or CV

I certify that I have reviewed the complete Exchange Visitor (J-1) Request for DS-2019 application packet, the supporting documentation and the Exchange Visitor Supplemental Information Sheet and that the exchange visitor has met the exchange visitor guidelines and that all information in the application packet is true:

Printed Name of Requesting Faculty Member	Signature	Date
Printed Name of Department Chair/Head	Signature	Date

Contact person:

For questions regarding this request who should be contacted:

Name	Campus Address
Phone Number	E-mail